



City of Santee • Park Event Application		
Please note a response to your application submission may take up to 5-7 business days. All applications must be received at least 30 days in advance of your requested date. You must cancel your reservation a minimum of 5 business days in advance to the first day of your rental day. Some fees would be applicable and would be accessed at the time of your cancelation. If you cancel after the 5 business day window your fees will be non-refundable.		
Primary contact information:		
Business/Organization:		
Name:		Phone #:
Email:		Address:
Onsite event contact name & phone number (if we should need to contact someone the day of the event):		
Name:		Phone #:
Host Organization Status:		
For profit?	Yes / No	
Non-profit?	Yes / No	Please provide your organizations EIN #:
Non-Business/ Individual?	Yes / No	
Note: We require all event organizers to provide a COI & endorsement page listing the City of Santee as additionally insured. The insurance policy needs to be \$2 million per occurrence and \$4 million general aggregate (a sample COI & endorsement page will be provided).Please ask for additional information and/or pricing if you are interested. You may need to obtain a Santee business license prior to your event. Application can be found of the City of Santee website www.cityofsanteeca.gov		
Event Information:		
Name of the Event:		
Type of Event: (circle all that apply)	Open to the Public • Private Event • Tournament • Fundraiser	
Is there an admission/registration fee for your event?	Yes / No	
If yes, how much & what for?		
Brief Description of the Event:		
Set Up	Event	Tear Down
Date (s):	Date (s):	Date (s):
Start Time (s):	Start Time (s):	Start Time (s):
End Time (s):	End Time (s):	End Time (s):
Event/Park Location:		
# of Attendees:		
Note: Depending on the size of the event you maybe required to supply or pay for porta potties, additional janitorial services, temporary trash dumpsters/disposal and provide a parking plan.		
Will your event require the use of? (select & circle yes or no and then explain the following)		
Field (s)?	Yes / No	Which ones?
		What for?
Court (s)?	Yes / No	Which ones?
		What for?
Picnic Shelter (s)?	Yes / No	Which ones?
		What for?

Park Table (s)? (not under a picnic shelter)	Yes / No	Which ones? What for?
Stage? (only available at TCCP East)	Yes / No	What for?
Electricity? (only available on the stage at TCCP East)	Yes / No	What for?
Equipment? (goals, nets, porta potties) -Porta Potties only on site at TCCP East during summer	Yes / No	What? What for?
Field Lights?	Yes / No	Which ones? What for?
Gates/Park Access Opened Up?	Yes / No	Where? What for?
On Site Vehicle Access?	Yes / No	Where? What for?
Other? (anything not listed above)		
Vendors: (non-food vendors)		
Will there be vendors?	Yes / No	If yes, how many vendors?
Will there be a vendor fee?	Yes / No	If yes, how much?
Will vendors be selling?	Yes / No	If yes, what?
Note: There are park ordinances and municipal codes that apply to City of Santee parks, these may have an effect on your event. Each vendor will need to have the following: COI & endorsement page listing the City of Santee as additionally insured. If they are selling they will need a Santee business license. Please submit the Santee business license # and expiration date and a copy of the COI & endorsement page for each of the vendors at least two weeks prior to your event. (Vendors are required to have a minimum of \$2 million per occurrence and \$4 million general aggregate, a sample COI will be provided). One day event business selling licenses maybe be an option for your vendors.		
Food:		
Will there be food vendors?	Yes / No	If yes, how many vendors?
Will there be a food vendor fee?	Yes / No	If yes, how much?
What will the food vendors be selling?		
Will food be cooked on-site?	Yes / No	If yes please describe:
Note: There are park ordinances and municipal codes that apply to City of Santee parks, these may have an effect on your event. Each food vendor will need to have the following: Santee business license, health permit, COI & endorsement page listing the City of Santee as additionally insured. Please submit the Santee business license # and expiration date, health permit # & expiration date and a copy of the COI & endorsement page for each of the vendors at least two weeks prior to your event. (Vendors are required to have a minimum of \$2 million per occurrence and \$4 million general aggregate, a sample COI will be provided). If food is being sold at the event you will need to provide proof of your Event Organizer Health Permit from the County. Food sales/food vendors must operate in a designated area.		
Alcohol (only beer & wine permitted):		
Alcohol on site?	Yes / No	If yes, what type?
Will it be for sale?	Yes / No	If yes, how much?
Is this a 21 & up only event?	Yes / No	You will need to provide a map of what the beverage area will look like on your site plan.
Note: There are park ordinances and municipal codes in regards to alcohol in Santee parks, these may have an effect on your event. If alcohol will be sold at your event we require proof of an ABC permit and all applicable rules and regulations must be followed (fencing, security etc.). No glass or hard alcohol is permitted. Depending on event details ID checks, security, fencing, wrist banding maybe required as well.		
Entertainment:		
Will there be entertainment?	Yes / No	If yes, what type?
Will there be live music?	Yes / No	If yes, what type?

Will there be amplified sound?	Yes / No		
What time will music or amplified sound occur?	Start:	Stop:	
Note: There are park ordinances and municipal codes that apply to City of Santee parks, these may have an effect on your event. Each entertainment company/vendor will need to have the following: Santee business license and COI & endorsement page listing the City of Santee as additionally insured. Please submit the Santee business license # and expiration date and a copy of the COI & endorsement page for each of the vendors at least two weeks prior to your event. (Vendors are required to have a minimum of \$2 million per occurrence and \$4 million general aggregate, a sample COI will be provided). If your entertainment includes a bounce house or any carnival type activity/ride then they will need to be an approved vendor with the City of Santee (please request a list of approved vendors). The location for the activity will need to be approved by the City prior to the event. Further restrictions may apply pending the type of entertainment.			
Site Map/Layout/Route Map: THIS IS REQUIRED PRIOR TO APPROVAL OF YOUR EVENT			
Layout of the entire event & a parking plan. Please include the following: the vendors, stages, platforms, fencing, barricades, first aid, trailers, event exits, parking plan, entrances, & porta potties. If the event involves a moving route of any kind indicate direction of travel, street names, or lane closures etc. If the route encroaches onto public sidewalks or streets we will need a Traffic Control Plan (Development Services Department approval will be required) - an encroachment permit might be required.			
What equipment will you be bringing in or setting up on site? (please describe in detail (size & quantity) - i.e. canopies, tents, tables, chairs, stage, generators, lighting etc.)			
Additional Event Details (please provide any other pertinent information that you may think would be helpful):			
Fees: Fees will be determined once the application has been turned in and reviewed. Please keep in mind the following could be an applicable fee or requirement including but not limited to: Park/Field/Court/Stage/Picnic Shelter reservation, park impact, janitorial services (bathroom & trash), lighting, porta pottie, trash, street/parking lot sweeping, maintenance support, equipment rental, staff support, electricity & damage/security deposit.			
Liability Waiver: Release & Waiver of Liability Indemnity Agreement: As lawful consideration for the above named individual/group being permitted to enter in or upon public facilities leased or owned by the City of Santee on a reserved basis for the purpose named above, at the facility named above I, the undersigned applicant, both individually and on behalf of the above-named group and its participants, agree to indemnify, defend and hold the City of Santee, their officers, employees and agents harmless and free from any liability of any nature arising out of, or related to, use of the public facility described above. This indemnification and Agreement to defend includes, but is not limited to, liability for damage or injury to any persons or property, costs and attorneys' fees arising out of or in connection with this use of public facility, regardless of whether the City was actively or passively negligent, either solely or contributing in connection with such liability. I certify that I have received and read the rules governing the use of the facility I, the undersigned, do hereby agree that we, myself, and the abuse-named group will abide by the rules governing use of the facility and will be responsible for any damages to the facility or equipment caused by the occupancy of the facility I, the undersigned, understand and agree that I and the group's participants enter the public facility at our own risk I have carefully read this Agreement and fully understand its contents I am aware this is a release of liability and sign it of my own free will I am authorized to sign this Agreement and am over 21 years of age.			
Insurance Requirement: A sample COI (Certificate of Insurance) & endorsement page will be provided for reference			
1. INSURANCE REQUIREMENT: The undersigned applicant, individual and/or group, shall provide Comprehensive General Liability Insurance for bodily injury, (including death) and/or property damage resulting therefrom, suffered or alleged to be suffered by any person or persons whatsoever resulting from any act or activity of the applicant or any person acting for the applicant or under the applicant's control, direction or supervision. Such insurance shall be maintained in full force and effect during the entire term of this Agreement in an amount not less than two million dollars (\$2,000,000) combined single limit. (CSL) per occurrence, and at least four million (\$4,000,000) policy aggregate limits. Evidence of Coverage in the form of an original Certificate of Insurance and an Additional Insured Endorsement naming the City of Santee, City Council, and each member of the City Council, its officers, employees, agents, and volunteers are added as Additionally Insured shall be submitted to City directly from the applicant's insurance carrier prior to the event/activity. The applicant's insurance carrier shall provide the City evidence of insurance on an annual basis when applicable, or when otherwise requested by City. 2. The undersigned applicant, individual and/or group agrees to make no modifications to the fields (other than normal game preparation) without City approval and proper permits. 3. The undersigned applicant, individual and/or group agrees to reimburse (or repair to the City's satisfaction) the City for damages to fields due to our use. Periodic inspections by the City will be made of all fields.			
Signature:		Date:	
		For more information and/or to submit information: Jon Shellhammer, Special Events Supervisor (619) 258-4100 x219 • (619) 258-4189 fax • jshellhammer@cityofsanteeca.gov 10601 Magnolia Ave., Bldg. 6 • Santee, CA 92071 • Tax ID - 95-3559473	
			
OFFICE USE ONLY - VERSION UPDATED 10/25/18			
	Application received date		Site plan
	Application approved		Applicable permits (health department / ABC)
	COI and endorsement page received (event host & vendors)		Payment